



COMMISSION/COMMITTEE/BOARD  
APPOINTMENT APPLICATION

City Manager’s Office  
1040 Second Street, Suite 103  
Sturgis, SD 57785  
(605) 347 - 4422  
(605) 347 - 4861

|                                                                                                                                                                                                                      |  |                                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| Name of Commission/Committee/Board you are applying for:                                                                                                                                                             |  | Area of Representation: (if applicable) |  |
| Name (Last, First, Middle)                                                                                                                                                                                           |  |                                         |  |
| Address (Number, Street, City, State, Zip Code)                                                                                                                                                                      |  | Telephone Home :                        |  |
|                                                                                                                                                                                                                      |  | Business :                              |  |
| Current occupation and employer:                                                                                                                                                                                     |  |                                         |  |
| Do you reside within the City? No <input type="checkbox"/> Yes <input type="checkbox"/> Are you a registered voter within the City? No <input type="checkbox"/> Yes <input type="checkbox"/>                         |  |                                         |  |
| Volunteer work:                                                                                                                                                                                                      |  |                                         |  |
| Are you presently serving on a Commission/Committee/Board? If so, which one?                                                                                                                                         |  |                                         |  |
| Why do you want to be a member of this Commission/Committee/Board?                                                                                                                                                   |  |                                         |  |
| Briefly, what do you believe are the most important issues facing the Sturgis Community at this time, and how do you believe this Commission/Committee/Board can play a role in addressing each issue?               |  |                                         |  |
| Please specify any activities in which you are presently engaged or in which you plan to be engaged which might create a serious conflict of interest if you should be appointed to this Commission/Committee/Board. |  |                                         |  |

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Statement of qualifications: List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this City Commission/Committee/Board.

(See Finance Office for necessary qualifications specific to the Commission/Committee/Board or Special District you are applying for)

Certification:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application. I agree to abide by the Code of Boardmanship below.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

This application is provided to you by the Finance Office to assist you in providing background information to be considered by the City Manager when making appointments to various City Commissions/Committees/Boards. If you need additional space, please attach extra sheets. Upon review by the City Manager in consultation with the City Council, appointments will be made as appropriate and you will be notified by letter. **Thank you for your interest in serving the Sturgis community.**

**CODE OF BOARDMANSHIP**

- 1. I will represent the interest of the entire City when making decisions and will rely on available facts and my independent judgment. I will avoid all conflicts of interests and avoid my position as an elected or appointed member for personal, professional or partisan gain.
- 2. I understand that a member, by election or appointment to a Commission, Committee or Board, does not manage the administration of the City. I will not intrude into the daily operations or spheres of responsibility designated to the City Manager or his/her designees by South Dakota Statutes, City Code or Ordinances or Resolutions.
- 3. I affirm that the proper statutory role of the Commission, Committee or Board member is to act collectively, not individually, to set, administer, and/or revise the governing policies as called for in the City of Ordinances or any City Resolution.
- 4. I will demonstrate dignity, respect, and courtesy towards those which whom I am in contact in my capacity as a member of a City Commission, Committee or Board. I will refrain from intimidation and ridicule of fellow Board, Committee or Commission members, staff or of the public during those times I represent the City.
- 5. I will refrain from inappropriate language including statements that are judgmental, malicious, threatening, disparaging, mean-spirited, vulgar or abusive. All disagreements, concerns or criticisms shall be framed in language that is in keeping with the dignity and professionalism of an elected or appointed official.
- 6. I will devote sufficient time for the adequate preparation prior to meetings and be in attendance, insofar as possible, at those meetings and other scheduled events, which are important to the execution of my election or appointment.
- 7. I will maintain confidentiality of privileged information and will abide by the Open Records Law in both spirit and its intent.
- 8. I will refrain from any individual action that could compromise the integrity of the City. I will delineate clearly for any audience whether I am acting or speaking as an individual citizen, a member or a Board, Committee or Commission, or in a capacity as a representative of the City.
- 9. I will value and assist my fellow Board Committee or Commission members by exchanging ideas, concerns and knowledge gleaned from my research or training. I will help build positive community support for the City in general by cooperation and mutual exchanges of praise when deserved, apologies when mistaken and recommendations when needed.

Signature: \_\_\_\_\_ Date \_\_\_\_\_